

MAINTENANCE WORKER I

DEFINITION

To perform a variety of semi-skilled and skilled work in the maintenance of streets, medians, landscaped areas of subdivisions, parks, public works areas, and City buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Maintenance Worker series. Workers in this classification can be assigned to maintenance work in either the Public Works or Parks and Facilities operations of the City. This class is distinguished from the journey-level maintenance worker by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks. Incumbents in this class may advance to the journey level maintenance worker when the Department Head determines that the individual possesses the experience and knowledge to perform the full range of journey level tasks and has fulfilled any special requirements for the journey level.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the supervisor of the assigned work unit, and functional and technical supervision from the Senior Worker of the assigned work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following, and are dependent upon the work unit to which assigned:*

Water, mow, weed, trim, renovate, and fertilize grass; plant and transplant trees, flowers and shrubs; irrigate lawns and flower beds.

Mow and edge lawn areas using power and hand tools; rake, sweep, and vacuum leaves, lawn clippings, etc., using power blower and hand tools.

Prune and trim hedges, bushes and other shrubbery; load trimmings onto trucks; clean walks and other facilities.

Repair and replace street surfaces, sidewalks, curbs, storm drains and gutters, including backfilling trenches and excavation.

Repair asphalt, including repaving, patching, overlaying, and chuck hole and crack sealing.

Lay out and install traffic signs and pavement markings; install, maintain and repair traffic control signs and signals and street lights.

Clean and clear park grounds, facilities, structures and playing fields of debris and potentially dangerous conditions; set up park for special events.

Inspect and repair playground equipment, picnic tables, barbecues and other related parks equipment.

Prepare and maintain athletic fields and related facilities; grade and shape baseball diamonds.

Install, maintain and repair irrigation systems; change and adjust heads and maintain controllers.

Perform a wide variety of semi-skilled tasks in the construction and repair of park and community facilities.

Apply pesticides, herbicides, and other pest management treatments.

Sweep, mop, wax, buff and polish floors; dust and polish furniture, woodwork, fixtures, and equipment.

Wash windows and walls; empty and clean waste receptacles; clean and maintain supplies in restrooms.

Perform minor maintenance and repairs on equipment of buildings such as replacing light bulbs, fixing doors or minor painting.

Maintain, repair, and replace plumbing systems and fixtures such as faucets, drinking fountains, water heaters, water closets, urinals, water regulators and pressure valves.

Maintain, repair, and replace electrical systems including light switches, motors, wall receptacles and conduits; replace light bulbs and time clocks.

Perform repairs to buildings, including plaster patch, painting, masonry, and replacing glass.

Repair, alter, fabricate and install various building segments such as motors, wall receptacles and conduits; replace lights bulbs and time clocks.

Operate a variety of hand and power tools and equipment pertinent to the maintenance area assigned; make minor adjustments on service equipment; maintain tools and equipment in working order.

Maintain logs of daily activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic repair and maintenance procedures and practices.

Basic construction and repair methods including carpentry, pipe fitting, painting and cement work.

Basic use of hand tools and equipment used in construction work.

Safe work practices and policies.

Ability to:

Perform minor maintenance activities related to area of assignment.

Understand and carry out oral and written instructions.

Learn to perform tasks requiring skill and safety in the use of hand and power tools.

Learn to operate a variety of maintenance equipment and heavy equipment such as a dump truck, paver, backhoe, mower, jackhammer, buffer, drill, saw, etc.

Meet the physical requirements necessary to safely and effectively perform assigned duties.

Perform manual labor for extended periods of time.

Work cooperatively with others.

Communicate clearly in oral form.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience in construction or maintenance work including some semi-skilled assignments is desirable.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate California driver's license.

TYPICAL WORKING CONDITIONS

Depending upon the work assignment, duties will be performed either inside buildings or outside on City streets, medians, and subdivision landscapes or in City Parks. When performing work outside, there may be exposure to dust, pesticides, noise, machinery, moving objects and other vehicles. May be exposed to constant vibration of equipment for prolonged periods of time. May drive on surface streets for short periods of time. May be required to work multiple shifts during emergencies, seasonally caused circumstances, or special projects in varying climate and temperature conditions.

TYPICAL PHYSICAL REQUIREMENTS

On a continuous basis, walk, stand, bend, squat, climb, kneel, twist and reach while operating equipment or performing maintenance and/or cleaning tasks. Perform heavy manual labor; lift weights exceeding fifty pounds. Drive motorized equipment and vehicles; use hand and power tools and equipment. Climb ladders and stairs; crawl into attics and under furniture and fixtures. Perform simple and power grasping, pushing, pulling, and fine manipulation. Reach above and below shoulder level. Sit while completing work papers. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing and operating equipment. Use a telephone to communicate verbally. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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ADOPTED 8/99
CAT: MAINT/CRAFT
FLSA: NONEXEMPT